**Superintendent and Executive Regional Directors**

**2013-2014 Planning Meeting**

**DAY ONE - July 30, 2013**

**Guiding Question:** How do we lead implementation of the MCPS 21st Model of Education and meet the five District goals using the Professional Learning Communities model (DuFour, et al)?

**Long-term targets:**

* Meet the five District goals
* Implement the MCPS 21st Century Model of Education
* Integrate the Montana Common Core States Standards in English Language Arts and mathematics across the district
* Consistently and fully implement the PLC structure district-wide
* Collaborate with UM and other community stakeholders to implement goals of SHAPE P-20 grant

**Short-term targets for July 30 meeting:**

* Create structure for Supt/ERD weekly meetings that models expectations we have for principals and PLC teams
* Discuss purpose/plan/needs for August Superintendent meetings with principals
* Confirm dates for *PLC at Work Institute*, 2014
* Update on progress of Leadership Team Celebration planned for August 22
* Review draft PLC deliverables/timeline
* Review draft plan, timeline, and dates for Regional Principal’s PLC focused on Data Wise 2013-2014
* Review draft 2013-2018 Strategic Plan for content, determine next steps for format

**Resources Needed:**

* Leadership Team Celebration plans (budget/participant list)
* PLC deliverables/timeline document
* *PLCs at Work Institute* workbook (each bring our own)
* Draft Data Wise plan – timeline, dates, outcomes
* 2013-2018 Strategic Plan (PPT)

**Roles for July 30 meeting:**

* **Facilitator/Time Keeper** - Mark
* **Agenda Setter**/**Note taker** - Heather
* **Reading** - Karen

**AGENDA – July 30, 2013 1:30-5:30pm**

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| **TIME** | **ACTIVITY** |
| **1:30-1:40** | Review and revise agenda –   * Staff, teacher, and principal evaluation needs to be added to our planning discussion – included in the 2013-2018 strategic plan |
| **1:40-1:50** | Reading – ***Reciprocal Accountability***  (*PLC At Work Institute.* DuFour, DuFour, Eaker. Solution Tree. 2013. p. 66)  “Accountability must be a reciprocal process. For every expectation I have of you to perform, I have an equal responsibility to provide you with the capacity to meet that expectation.” (Elmore, *School Reform From the Inside Out: Policy, Practice, and Performance*, 2006) |
| **1:50-2:15** | Create structure for Superintendent/ERD weekly meetings that models expectations we have for principals and PLC teams:   1. Create Supt/ERD norms and responses when norms are not followed:   **procedural & interpersonal**  **Procedural**   1. Begin and end on time 2. Cell phones silent 3. Regularly scheduled meetings, same place, same time (reschedule only for significant conflict) 4. Focus on an established agenda items, create a parking lot for other topics which arise 5. Agenda and relevant documents disseminated prior to the meeting at least 48 hours in advance 6. Dedicate and assigning time in the agenda for burning issues 7. Keep notes reflecting decisions made, responsibilities assigned, and due dates 8. Assign time to review 9. During the workday, answer calls from Alex or respond ASAP   **Interpersonal**   1. Follow through on items agreed to 2. Seek first to understand, then be understood 3. Communicate positive regard, caring, and respect 4. Collaborate 5. Contribute creatively and productively 6. Give focused, meaningful feedback 7. Keep the roles and responsibilities of colleagues in mind   **How will we respond when norms are not followed?**   1. Review norms regularly, weekly for the first month 2. Give focused, meaningful feedback 3. Plus/Delta 4. Determine ongoing roles and timelines for serving in roles for Supt/ERD meetings    1. Agenda setting/creation - Heather    2. Reading - Karen    3. Facilitator/time-keeper - Mark    4. Note-taker - Heather 5. Agree on mutual commitments: ERD to Superintendent and Superintendent to ERD; also discuss ERD to Principal and Principal to ERD expectations/commitments   Alex asked – what do we need from him?   * patience with our practice and work through the process, especially agendas – stay focused and know that we will get to topics or opportunity for “other” issues (Mark) * allow us to focus on the initiatives that we are working on and allow us to do them well before adding more initiatives (Heather) * be the voice of PLC in the district (Karen) * don’t’ allow some people to “opt out of” or “hijack” to PLC process (Heather/Mark) * As things surface, we communicate with one another   What Alex needs from ERDs?  - revisit tomorrow   1. Communication: Decide on themes of regular updates for Supt/ERD weekly meetings, e.g. Mark: Capstone Projects, Heather: Healthy Kids Summit, Karen: District PLC Leadership Team (formerly TSSS)  * 3 minute summaries from each of us about things that are happening. * Should influence our monthly Regional reports to the board * Updates on the business/operations side from Alex |
| **2:15-2:30** | Discuss purpose/plan/needs for August Superintendent meetings with principals  Discussing the initiatives and what they mean for the district  21st C/SHAPE P20 Initiative in place in their building  Review building goals  Importance of evaluation and supervision  AYP (only SSHS made AYP) – what is their plan for dealing with it?  How is their staff coming along with CCSS?  What are they/and their staff doing to prepare for SBAC in 2015?  Communicating interest, support, and concern from the superintendent  Provide encouragement/motivation  Asking what their needs are?  Reconfirm roles of Superintendent/ERD |
| **2:30-2:45** | Confirm dates for *PLC at Work Institute*, 2014   * Monday and Tuesday, August 4-5, 2014 * Lincolnshire: same time zone as this year – 6:45am-2:45pm * Western Montana Fair begins noon on Tuesday, August 5, 2014 * CSPD/Blackfoot August Institute (if collaboration continues in 2014) will be Wednesday-Friday, August 6-8, 2014 * Move forward with the contract – **Mark** will talk to Alanna to get this moving * Include principals, building administrators, coordinators AGAIN * First priority for teaching staff who have NOT attended * Block out Alex’s calendar now – **Karen**  will talk to Carol |
| **2:45-3:00** | Update on progress of Leadership Team Celebration planned for August 22   * Cancel and do something later – **ERDs** will communicate to each of their principals |
| **3:00-3:15** | BREAK |
| **3:15-3:30** | Review draft PLC deliverables/timeline   * Timeline is ambitious/aggressive * Take a smaller bite at the beginning * Process it * How do we ensure our principals feel supported through this, while also holding them accountable * Individualize implementation based on the leader and the school * Meet with each building principal to differentiate PLC/deliverables timeline * This document represents what we should be able to do in every school on this timeline in fall 2017 * Revisit topic tomorrow |
| **3:30-3:45** | Review draft plan, timeline, and dates for Regional Principal’s PLC focused on Data Wise |
| **3:45-5:15** | Review draft 2013-2018 Strategic Plan for content, determine next steps for format:   * What do we keep? * What do we drop? * What do we create? * Who is responsible? * What is the deadline for task completion?   **TABLE OF CONTENTS:**   * Message from Superintendent, Board Chair and Presidents of Certified and Classified Employee Unions * Missoula County Public Schools Board of Trustees * Becoming a Professional Learning Community * Theory of Practice, Hedgehog Concept * 21st Century Model of Education * Elements of 21st Century Model of Education * Student Outcomes in the 21st Century Model of Education * Expectations for Student Learning and Instructor Facilitation * Beliefs, Mission, Vision, Collective Commitments * District Goals * Major Initiatives Implementation Plan: 2013-2018 * Graduation Matters Missoula Strategic Plan: 2011-2014 * Facilities Strategic Plan: 2013-2018 * Technology Plan * Communication Plan * Safety and Security Plans   Develop a presentation that we will make to the Board of Trustees: where we’ve been, where we are, where we’re going  Meet with Susan Ash to contract formatting/summarizing of the document for presentation purposes – **Karen** will ask Carol to schedule meeting with Susan, Karen, and Alex (mark and heather if available) |
| **5:15-5:30** | Conclude; review/revise agenda for tomorrow’s session (July 31)  ERDs commitments to Superintendent  Add PLC deliverables/timeline discussion (revisit)  Review Academies, IB, and Dual Language Immersion |